

**DEPARTMENT OF WORKFORCE SERVICES (DWS)**

**LICENSE-EXEMPT**

# **CHILD CARE PROGRAMS**



*This booklet and the inserts can also be found online at  
[jobs.utah.gov/occ/policy/ccprog.pdf](http://jobs.utah.gov/occ/policy/ccprog.pdf)*



**Utah Office of Child Care**

A Division of the Utah Department of  
Workforce Services

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Utah Office of Child Care

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Equal Opportunity Employer/Program

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# INTRODUCTION

## **Dear Child Care Provider,**

There are some very **important changes** for license-exempt programs to qualify to care for children receiving child care assistance through DWS. This booklet is designed to outline those changes and **guide you** through the process.

The new requirements are effective on **March 1, 2014**, and are included in this booklet. If the required documentation is not submitted by the due date, you will no longer be eligible to receive DWS child care subsidy payments. Please refer to the checklist on the following page for the new requirements.

## **Why are we making this change?**

Requiring First Aid and CPR certifications satisfies the minimal federal Child Care and Development Fund (CCDF) regulations for providers who care for children of customers receiving child care assistance from DWS. We are exploring additional requirements to comply with anticipated CCDF changes. You will be notified of any future changes.





	<b>DWS License-Exempt Child Care Programs Checklist</b>	
✓	Items to complete	Due Date
	1. Complete and submit verification of a current Red Cross, American Heart or equivalent <b>first aid certification</b> course. Choose either a class— <b>(Document 1 pgs. 8–9)</b> or an online option if it provides a certificate of completion.	April 13, 2014
	2. Complete and submit verification of a current Red Cross, American Heart or equivalent <b>infant and child CPR course</b> with <b>hands-on testing</b> <b>(Document 1 pg. 8–9.)</b>	April 13, 2014

**NOTE:** Parents must also meet eligibility requirements and comply with eligibility due dates for DWS child care subsidy **payments**.

## Certifications

There must always be at least one person with current First Aid and Infant and Child CPR certification at the facility when children are in care. This includes staff who are the only ones in the facility at the beginning of the day (“openers”) and staff who are the only ones in the facility at the end of the day (“closers.”)

It also means there must be at least one person with current certification in First Aid and Infant and Child CPR in the vehicle when children in care are transported.



## What is acceptable certification?

- The certification must be from a Red Cross, American Heart Association, or equivalent course.
- Certification for Infant and Child CPR must be from a course that includes hands-on testing. Enclosed is a list of acceptable courses although you are not limited to the courses on this list (**Document 1**). You may take an online course as long as it provides a certificate of completion. You are responsible for the costs of these courses.

## SUBMIT YOUR VERIFICATIONS:

**Email:** [donnathomas@utah.gov](mailto:donnathomas@utah.gov)

**Fax:** 801-584-8467

**Mail:** Child Care Licensing  
PO Box 142003 • SLC, UT 84114-2003

*Remember to write the name of your facility on the documentation.*

## If you have questions:

- **License-exempt status** or submitting copies of First Aid and CPR Certifications: Donna Thomas, Child Care Licensing, 801-584-8280 or toll free at 800-883-9375.
- **Subsidy payments:** email [occ@utah.gov](mailto:occ@utah.gov) or call the DWS Provider Assistance Line, 866-435-7414, option 5 and then option 1.

# First Aid and CPR Certification Courses

To be an approved DWS FFN Child Care Provider you must complete and submit verification of a current Red Cross, American Heart or equivalent **first aid certification course**. Choose either a class or an online option if it provides a certificate of completion.

You must also complete submit verification of a current Red Cross, American Heart or equivalent **infant and child CPR course with hands-on testing**.

Following is contact information for classes from the American Heart Association, the American Red Cross and a few equivalent sources.

## STATEWIDE

American Heart Association .....800-242-8721

American Red Cross (<http://utahredcross.org>)

- Cache County Office .....435-752-1125
- Greater Salt Lake Area Chapter ....801-323-7000
- Mountain Valley Chapter .....801-373-8580
- Northern Utah Chapter .....801-627-0000
- St. George Satellite Office .....435-674-4440

American Safety and Health  
Institute (ASHI) .....800-246-5101

American Trauma Event Mgmt. ....888-767-0050

Brigham City Ambulance (Mike Setzer).435-730-0786

Emergency Care and Safety Institute...435-257-9785

EMS Safety Services .....800-275-9555

JETS, Jason Underwood.....801-362-3716

Jill Wallace, CPR Center.....801-352-7353

Medic First Aid .....800-447-3177

National Safety Council  
(Steve Thorlakson, Spanish) .....800-933-5943  
or .....801-201-0699

Save-A-Heart .....801-582-7114

U.S. Training Council (Dave Probert) ....801-589-8290

Utah Emergency Medica Training  
Council .....801-562-2663

Heartsaver..... 877-970-9009

Heartsaver First Aid Card Codes

A = Adult First Aid

B = Environmental Emergencies

C = Adult/Child CPR with Mask

D = Adult/Child AED

E = Infant CPR with Mask

Heartsaver AED Card Codes

A = Adult/Child CPR & Choking

B = Adult/Child AED

C = Infant CPR & Choking

Heartsaver CPR Card Codes

A = Adult/Child CPR & Choking

B = Infant CPR and Choking

C = Adult/Child CPR with Mask

D = Infant CPR with Mask

## BEAVER COUNTY

Milford Valley Hospital ..... 435-387-2411 Ext. 4

## BOX ELDER COUNTY

Bear River Valley Hospital.....435-207-4500

Brandon Woods.....385-244-0003

Brigham Hospital .....435-734-4130

## CACHE COUNTY

Bridgerland Applied Technology .....435-753-6780

Logan Regional Hospital .....435-716-5310

Smithfield Fire Department .. 435-563-3056 Ext. 160

## CARBON COUNTY

Carbon County Recreation.....435-637-5092

Castlevie Hospital.....435-637-4800

## DAGGETT COUNTY

Gold Cross .....435-789-6907

## DAVIS COUNTY

Bountiful City Fire Dept. ....801-298-6230

Brandon Woods.....801-920-5548

Davis Hospital and Medical Center .....801-807-7096

Lakeview Hospital .....801-299-4614

No. Davis Fire – Chris Trenea.....801-540-7094

## DUCHESNE COUNTY

Uintah Basin ATC .....435-722-4523

Uintah Basin Medical Ctr. .... 435-722-4691 Ext. 6125

## GARFIELD COUNTY

Garfield Memorial Hospital .....435-676-8811

## GRAND COUNTY

Grand County Training Center.....435-259-4127

## IRON COUNTY

Valley View Medical Center .....435-868-5496

## JUAB COUNTY

Central Valley Medical Center .....435-623-3000

## MILLARD COUNTY

Brandon Woods.....801-920-5548

## SALT LAKE COUNTY

Advanced CPR Training Center.....801-205-6397

An Act of Caring .....801-598-8370

Cintas First Aid and Safety SLC.....801-975-1167

Community Response Training Center...801-599-6403

D&R First Aid and CPR .....801-967-8292

Gold Cross Ambulance.....801-975-4335

IHC Central Region Hospitals (CPR only) 801-408-1930

PAR/UOP – Bld SLC (groups only) .....602-510-3292

Pioneer Valley Hospital Training Ctr. ....801-964-3733

Primary Children's Medical Center .....801-662-3517

Salt Lake City Fire Training Center .....801-910-6752

Sandy City Fire Department .....801-568-2940

Shriners Hospital for Children.....801-536-3515

United Fire Authority Training Center ....801-743-7200

UT Emergency Medical Training Council ..801-562-2663

U.S. Training Council.....385-202-5753

## SAN JUAN

Linda Larson..... 435-587-3225 Ext. 4121

## SAN PETE

Gunnison Valley Fire Dept.....435-813-2572

## SEVIER COUNTY

Diane Barney.....435-896-5103

## SUMMIT COUNTY

Park City Fire Service – Tracy .... 435-649-6706 Ext. 2

## UINTAH COUNTY

Gold Cross – Scott Adams.....435-789-6908

Uintah Basin Medical Ctr. .... 435-722-4681 Ext. 6125

## UTAH COUNTY

American Red Cross.....801-323-7000

Cheryl Stoner .....801-789-3461

Provo City Fire Dept. (CPR only) .....801-852-6332

Steve Thorlakson .....801-201-0699

Timpanogos Medical Ctr. (CPR only) ....801-714-6022

Utah County IHC Hospitals.....801-357-7176

## WASATCH COUNTY

Wasatch County Health Dept.....435-654-2700

## WASHINGTON COUNTY

Dixie Ambulance ..... 435-628-4303 Ext. 6

Dixie ATC Training Center.....435-674-8641

ES12001 Training Center.....630-738-0694

Gunnison Valley Hospital.....435-528-2156

Shar and Greg Tobler .....435-680-4667

## WAYNE COUNTY

Wayne County Health Department.....435-836-1316

## WEBER COUNTY

Brandon Woods.....801-920-5548

McKay Dee Hospital.....801-387-7800

Department of Workforce Services  
Office of Child Care  
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